



**Town of Acton**  
**Department of Public Health**  
472 Main Street, Acton, MA 01720  
Phone: (978) 929-6632 Fax: (978) 929-6340  
www.acton-ma.gov

**ANNUAL INSPECTION HAZARDOUS MATERIALS PERMIT HOLDER**

Facility Name: Acton Highway Department Date 8/5/2014  
Address: 14 Forest Road  
Type of Business: Garage  
Telephone: 978-929-7740 Email: Cyork@acton-ma.gov  
Contact Person: Corey York Initial Inspection ☒ Re-Inspection ☐

Housekeeping:	Y	N	Comments
Area clean	✓		
Spills present		✓	
Appropriate material storage	✓		
Materials and wastes separate	✓		
Cleanup materials available	✓		
Materials have secondary containment	✓		
Materials and wastes are labeled	✓		Please label bucket under filter crusher
Safety:			
Are MSDS sheets available on site	✓		
Employee personal protective equipment on site	✓		
Employees trained in Haz Mat handling	✓		
Emergency procedures posted	✓		Please change number to BOH
Site Management:			
Waste removed by licensed hauler	✓		
Floor drains present in area of Haz Mat or waste	✓		Go to tight tank
Sinks present in area of Haz Mat or waste		✓	
Testing of septic system necessary		✓	
Does site plan on file reflect current arrangement	✓		
Any UST (underground storage tank) present	✓		
If UST present, is it alarmed	✓		

**Action Items:**

1. \_\_\_\_\_
2. Phone number for spill response
3. Label on waste oil bucket
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Re-inspection required? Yes ☒ No ☐

Re-inspection Date: Via email

[Signature]  
Inspector Signature

\_\_\_\_\_  
Date

[Signature]  
Facility Representative Signature

\_\_\_\_\_  
Date

D.H.  
8/7/14

**TOWN OF ACTON**  
**HAZARDOUS MATERIALS CONTROL**  
**ANNUAL PERMIT APPLICATION**



Site Address	Mailing Address
<b>Acton Highway Dept.</b> <b>21 Forest Road</b> <b>Acton, MA 01720</b>	<b>14 Forest Road</b> <b>Acton, MA 01720</b>
<b>Category: 2, 4, 8, 12,</b>	<b>Fee: \$ 0</b>

**Hazardous Materials Permitting Categories (Renewal)**

- 1. Hazardous Waste Generator (\$65)
- 3. Hazardous Materials Generator (\$65)
- 5. Discharge Permit (\$140)
- 7. Hazardous Waste User (\$65)
- 9. Haz. Mat. Storer Small Industry (160)
- 11. Haz. Mat. Storer Small Retail (\$140)
- 13. Haz. Waste Storer Retail (\$45)

- 2. Small Hazardous Waste Generator (\$45)
- 4. Hazardous Materials User (\$45)
- 6. Remediation Permit (\$140)
- 8. Haz. Mat. Storer Large Industry (\$235)
- 10. Haz. Mat. Storer Large Retail (\$170)
- 12. Haz. Waste Storer Industry (\$65)

- 1. Are MSDS's readily available on-site? Yes ☒ No ☐
- 2. Is employee personal protective equipment available on site? Yes ☒ No ☐
- 3. Are emergency procedures posted? Yes ☒ No ☐
- 4. Do all hazardous materials have 110% secondary containment? Yes ☒ No ☐
- 5. Are all materials and wastes clearly labeled? Yes ☒ No ☐
- 6. Are spill cleanup materials available? Yes ☒ No ☐
- 7. Do you have a copy of the Hazardous Materials Control Bylaw on site? Yes ☒ No ☐
- 8. Are you contracting with a DEP licensed waste hauler (if applicable)? Yes ☐ No ☒

Name of hauler: \_\_\_\_\_

Address of hauler: \_\_\_\_\_

- 9. Can you provide copies of waste shipping manifests if necessary? Yes ☐ No ☐
- 10. Contact person for the site is \_\_\_\_\_

I hereby certify on behalf of Town of Acton, the applicant for a permit or permit renewal from the Acton Board of Health pursuant to Chapter I of the Town of Acton General By-laws (the "Permit Application") that (a) the information contained in the Permit Application is true, accurate and complete, and (b) the facility located/operating at the above noted site address, Acton, MA and that is the subject of the Permit Application complies with the requirements for Approval of Hazardous Material Waste and Special Waste Permits as defined in section 3.5 of Chapter I of the Town of Acton General By-laws, Hazardous Materials Control, as amended.

Richard White

May 1 2014

Authorized Signatory

Date

### A. Hazardous Material (Non-Waste) Inventory Information

Complete the table below for all non-waste inventory. Use additional pages if necessary.

Chemical/Common Name	Max. Qty (at any one time)	Container Size (single largest container)	Location(s) (see section C)
Motor oil	385 gal. ____ lbs. ____ cu. ft.	250 gal. ____ lbs. ____ ft.	Q 22-23
Hydraulic fluid	110 gal. ____ lbs. ____ cu. ft.	____ gal. ____ lbs. ____ cu. ft.	Q 22-23
Transmission fluid	110 gal. ____ lbs. ____ cu. ft.	____ gal. ____ lbs. ____ cu. ft.	Q 22-23
Antifreeze	55 gal. ____ lbs. ____ cu. ft.	____ gal. ____ lbs. ____ cu. ft.	T-22
Windshield washer	55 gal. ____ lbs. ____ cu. ft.	____ gal. ____ lbs. ____ cu. ft.	T-22
	____ gal. ____ lbs. ____ cu. ft.	____ gal. ____ lbs. ____ cu. ft.	

### B. Hazardous Waste Inventory Information

(Hazardous Waste Generator Permit Application/Amendment)

Complete the table below for all waste inventory. Use additional pages if needed.

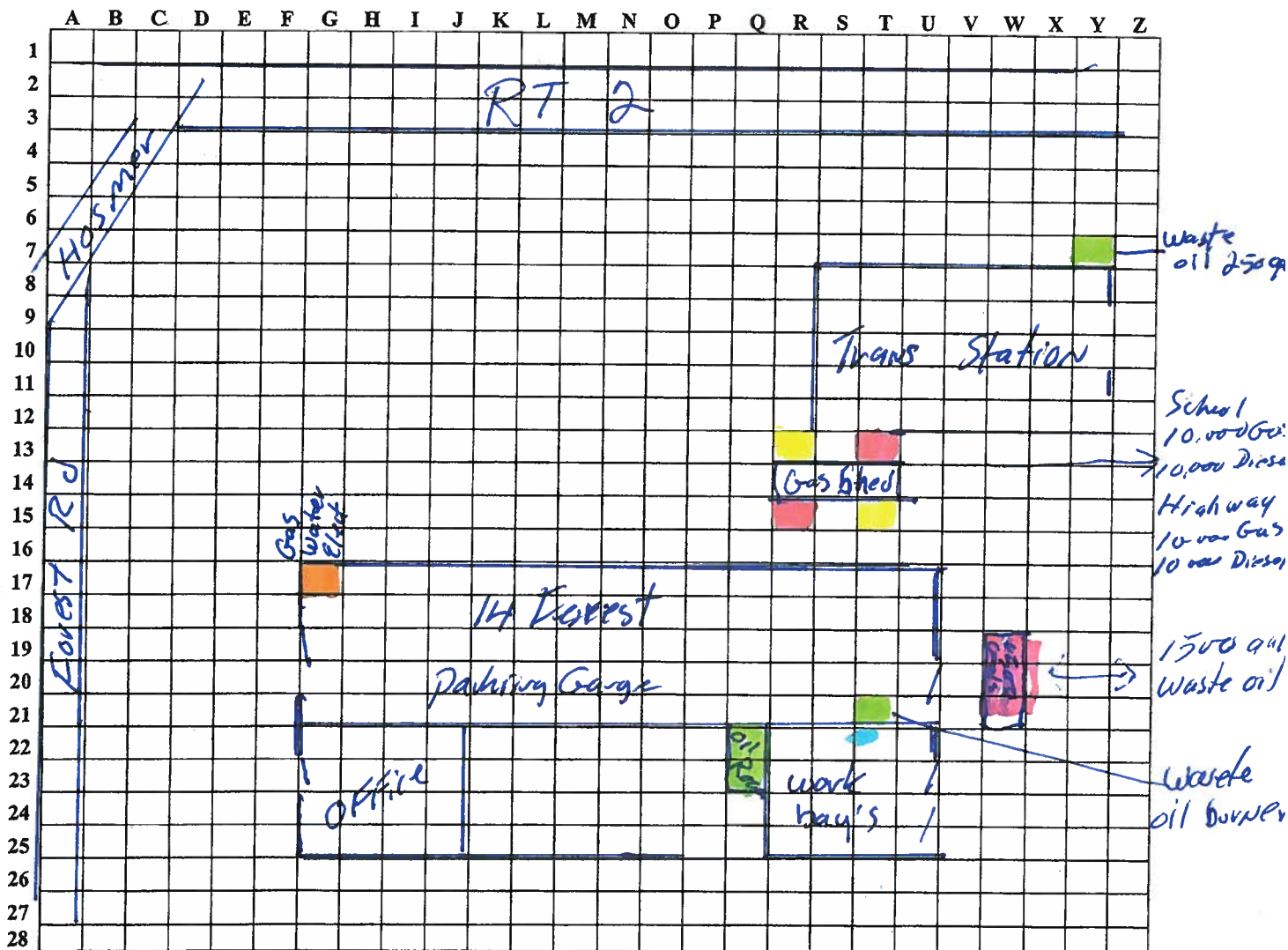
Name of Hazardous Waste	Treatment/Disposal Method(s) (Definitions provided on bottom of page)	Max. Qty. (at any one time)	Annual Qty. Generated	Location(s) (see Section C)
Waste oil	burned on site	1500		W-19
School Gas	____ Recycled on-site. ____ Treated on-site. ____ Shipped off-site for recycling/treatment/disposal	10,000 gal. ____ lbs. ____ cu. ft.	____ gal. ____ lbs. ____ cu. ft.	T-13
School Diesel	____ Recycled on-site. ____ Treated on-site. ____ Shipped off-site for recycling/treatment/disposal	10,000 gal. ____ lbs. ____ cu. ft.	____ gal. ____ lbs. ____ cu. ft.	R13
Highway Gas	____ Recycled on-site. ____ Treated on-site. ____ Shipped off-site for recycling/treatment/disposal	10,000 gal. ____ lbs. ____ cu. ft.	____ gal. ____ lbs. ____ cu. ft.	R15
Highway Diesel	____ Recycled on-site. ____ Treated on-site. ____ Shipped off-site for recycling/treatment/disposal	10,000 gal. ____ lbs. ____ cu. ft.	____ gal. ____ lbs. ____ cu. ft.	T15
	____ Recycled on-site. ____ Treated on-site. ____ Shipped off-site for recycling/treatment/disposal	____ gal. ____ lbs. ____ cu. ft.	____ gal. ____ lbs. ____ cu. ft.	

### C. Facility Site Plan/Storage Map

Prepare and submit with this Registration Form a simple site map which shows the following information:

- North direction • Street(s) adjacent to facility • Electrical, water, and gas shutoff valves
- Basic floor plan for each building containing hazardous materials/wastes which indicates building entrance(s) and hazardous material/waste storage locations (use grid locations or assign a code - A, B, C, etc. - to clearly identify each storage location for use in the above inventories).

Site Address: 14 Forest Road City: Acton, Ma 01720  
 Date Map Drawn: \_\_\_\_\_



### D. Endorsement

I declare that the above information is true and correct to the best of my knowledge. I agree to comply with all applicable regulations regarding storage, handling, and disposal of hazardous materials and hazardous wastes.

Richard Waite  
 Owner/Operator's Name (Print)

Richard Waite  
 Owner/Operator's Signature

5-1-14  
 Date

----- Do Not Complete below This Line -----

5/1/2014

Expires 5/1/2015

Fee: \$ 0

**TOWN OF ACTON  
PERMIT  
HAZARDOUS MATERIALS CONTROL BYLAW**

<sup>14</sup>  
Is hereby granted a permit to store and use Hazardous Materials at **Acton Highway Dept., 21 Forest Road**, Acton MA 01720. This permit is granted with the conditions as noted on the attached list of conditions assigned to your facility.

Permit Categories: **2, 4, 8, 12,**

\*See below explanation of permit categories

**HAZARDOUS MATERIALS CONTROL PERMIT CATEGORIES AND FEES**

<u>Category</u>	<u>Initial</u>	<u>Renewal</u>
1. Large Hazardous Waste Generator	\$160	\$65
2. Small Hazardous Waste Generator	\$60	\$45
3. Hazardous Materials Generator	\$160	\$65
4. Hazardous Materials User	\$50	\$45
5. Remediation Discharge Permit	\$575	\$140
6. Remediation Permit	\$595	\$140
7. Hazardous Waste User	\$160	\$65
8. Hazardous Materials Storer Large Industry	\$510	\$235
9. Hazardous Materials Storer Small Industry	\$360	\$160
10. Hazardous Materials Storer Large Retail	\$430	\$170
11. Hazardous Materials Storer Small Retail	\$305	\$160
12. Hazardous Waste Storer Small Industry	\$160	\$65
13. Hazardous Waste Storer Retail	\$60	\$45
14. Hazardous Waste Storer Large Industry	\$160	\$65

## **HAZARDOUS MATERIALS CONTROL PERMIT**

### **List of Conditions:**

**Acton Highway Department  
14 Forest Road  
Acton, MA 01720**

1. All liquid Hazardous Materials and Wastes shall be stored in a containment area capable of containing 110% of the largest volume stored in the containment area.
2. All Materials Safety Data Sheets (MSDSs) for the Hazardous Materials shall be maintained on site. MSDSs shall be reviewed with employees at the time of their employment and on an annual basis thereafter. MSDS must be made available to all employees upon request.
3. A Contingency Plan, including emergency contact numbers (Telephone numbers of owner, operator, etc.) and a sketch showing clearly all Hazardous Material and Waste locations shall be submitted and updated annually, to the Board of Health, Fire Department, Police Department, and Civil Defense.
4. Emergency procedures and local Emergency Response Telephone Numbers (Health, Fire, Police, D.E.P., Civil Defense, etc.) should a spill occur, shall be posted in clear view of all employees where Hazardous Materials or Wastes are used or stored.
5. All Hazardous Wastes must be disposed of by a Licensed, D.E.P. approved, hauler or be recycled on site.
6. Copies of either all invoices or manifests for any Hazardous Materials or Wastes, received or disposed, shall be submitted to the Board of Health annually.
7. All Hazardous Materials Containers shall be labeled and dated when filling first began.
8. Speedy Dry, or its equivalent, shall be kept in the storage area, in case of a Hazardous Materials or Wastes spill.
9. Floor cleaning procedures and bathroom sanitation products shall use only nontoxic and biodegradable cleaning compounds.
10. All floor drains shall be sealed or discharged into a closed system, with the waste disposed of by a D.E.P. approved Hazardous Waste Hauler.
11. Protective equipment, including chemical resistant gloves, eye goggles and (rubber) boots, in addition to soap and water, shall be made available to all employees, at all times, in any Hazardous Materials or Waste storage or use area.
12. No Hazardous Materials or Wastes shall be discharged into a sink or toilet.
13. A safety eye wash station shall be installed where any Hazardous Materials or Wastes are handled or used.
14. A fire extinguisher, containing an appropriate fire extinguishing agent, shall be placed in the Hazardous Materials Storage area.
15. No food or drink shall be stored or consumed in any area where Hazardous Materials are stored or used.



18. D.E.P. Generator Registration shall be provided annually upon renewal of the Hazardous Materials Storage Permit.
21. Gas cylinders shall not be rolled, even for short distances. They shall be moved by a suitable hand truck, in accordance with an OSHA standard that applies.
25. Prior to any new chemical or processes being used, the Board of Health shall be notified.
26. The operation of this facility shall be in compliance with all present and future regulations of E.P.A. and D.E.P. at all times. Nothing in this permit allows or requires non-compliance with all present and future applicable laws or regulations of the Federal or State Governments.
31. An emergency shower head shall be installed in the Hazardous Materials Storage area.
  - No exchange of automotive fluids on bare soil
  - No storing of batteries, engine parts or fuel tanks on bare soil.